

CITY OF SANTA FE

"REQUEST FOR PROPOSALS"

**SANTA FE CIVIC CENTER DESIGN
TWO-STEP COMPETITIVE SELECTION PROCESS**

RFP NO. '05/24/P

Issue Date: JANUARY 21, 2005

PROPOSALS (QUALIFICATIONS ONLY) DUE:

**FEBRUARY 23, 2005
2:00 P.M.
PURCHASING OFFICE
CITY OF SANTA FE
2651 SIRINGO ROAD
BUILDING "H" SANTA FE,
NEW MEXICO 87505**

Contact:

Bill Liskamm, FAIA

E-mail: santafeCivicCtr@aol.com or

www.santafenm.gov – “Hot Topics – Santa Fe Civic Center Project”.

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REQUEST FOR PROPOSALS

PROPOSAL NUMBER '05/24/P

The City of Santa Fe, New Mexico is sponsoring a Two-Step Competitive Selection Process to select a design team and a design for its new civic center complex. Teams interested in being considered for this competition should provide sixteen (16) copies of a Request for (Statement of) Qualifications.

Proposals (**Qualifications only**) will be received by the City of Santa Fe and shall be delivered to the City of Santa Fe Purchasing Office, 2651 Siringo Road Building "H" Santa Fe, New Mexico 87505 **until 2:00 P.M. local prevailing time, February 23, 2005**. Any proposal received after this deadline will not be considered. This proposal is for the purpose of procuring professional services for the following:

Design Team for the Proposed Santa Fe Civic Center Site

The proponent's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said time shall apply to the proposal throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

The City of Santa Fe is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or national origin. The successful proponent will be required to conform to the Equal Opportunity Employment regulations.

Proposals may be held for sixty (60) days subject to action by the City. The City reserves the right to reject any of all proposals in part or in whole. Proposal packets are available by contacting: **Bill Liskamm, FAIA (E-mail: SantaFeCivicCtr@aol.com) or on the City of Santa Fe Web Site www.santafenm.gov – "Hot Topics – Santa Fe Civic Center Project".**

Robert Rodarte, Purchasing Officer

Received by the Santa Fe New Mexican Newspaper on: _____

To be published on: January 21, 2005

Received by the Albuquerque Journal Newspaper on: _____

To be published on: January 21, 2005

**Santa Fe Civic Center
Two Step Design Selection Process Schedule**

Activity	2005
<u>STEP 1</u>	
Advertisement	Jan. 21
Distribute RFQ - Post on City's Website	Jan. 21
Pre-Proposal Briefing & Site Tour*	Feb. 11, 1 PM
RFQ's / SOQ's Due	Feb. 23
Select Finalist Teams	Feb. 24-25
Finalists Notified	Feb. 28
<u>STEP 2</u>	
Begin Architect Selection Process - Distribute Materials	Feb. 28
Briefing & Site Visit for Finalists**	March 7, 1 PM
Questions & Answers from Teams	March - April
Mid-Point Reviews	April 4, 9 AM-5-PM
Technical Reviews Begin	April 12
Design Submissions Due (incl. Fee Proposal)	May 03
Selection Committee Working Meeting	May 03
Presentations by Teams to Selection Committee & Council	May 04
Public Exhibit	May 5 - 12
Committee Recommends Winner to Council	May
Council Approval	May

*The Briefings will be held at the Santa Fe City Council Chambers located at 200 Lincoln Avenue, Santa Fe, NM.

INFORMATION FOR PROPONENTS

1. RECEIPT OF PROPOSALS

The City of Santa Fe (herein called "City"), invites firms to submit sixteen (16) copies of the proposal. Proposals will be received by the Purchasing Office, until 2:00 P.M. local prevailing time, February 23, 2005.

The packets shall be submitted and addressed to the Purchasing Office located at 2651 Siringo Road Bldg. "H" Santa Fe, New Mexico 87505. No late proposals will be accepted whether hand delivered, mailed or special delivery. Do not rely on "overnight delivery" without including some lead-time. "Overnight delivery" will be determined to be non-responsive if delivered late, no matter whose fault it was. It is recommended that extra days be included in the anticipated delivery date to ensure delivery is timely. The Purchasing Office is closed 12:00 P.M. to 1:00 P.M. The outside of the envelope should clearly indicate the following information:

Proposal number:	RFP # 05/24/P
Title of the proposal:	Two Step Selection Process Santa Fe Civic Center Design

2. PREPARATION OF PROPOSAL

Vendors shall comply with all instructions and provide all the information requested. Failure to do so may disqualify your proposal. All information shall be given in ink or typewritten. Any corrections shall be initiated in ink by the person signing the proposal.

This request for proposal may be canceled or any and all proposals may be rejected in whole or in part, whenever the City of Santa Fe determines it is in the best interest of the city.

3. ADDENDA AND INTERPRETATIONS

No oral interpretations of the meaning of any section of the proposal documents will be binding. Oral communications are permitted in order to make an assessment of the need for an addendum. Any questions concerning the proposal must be addressed prior to the date set for receipt of proposal.

Every request for such interpretations should be in writing address to Purchasing Director, 2651 Siringo Road Bldg. "H" Santa Fe, New Mexico 87505 and to be given consideration must be received at least five (5) days prior to the date set for the receiving of proposals.

Any and all such interpretations and any supplemental instruction will be in the form of written addenda to the RFP, which if issued, will be faxed and/or mailed to all prospective firms no later than three days prior to the date fixed for the receipt of the proposals. Failure of any proposing firm to receive any such addenda or interpretations shall not relieve such firm from any obligation under their proposal as submitted. All addenda so issued shall become part of the contract documents.

The City reserves the right not to comply with these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to critical reason in the best interest of the City of Santa Fe.

4. LAWS AND REGULATIONS

The proposing firm's attention is directed to the fact that all applicable Federal Laws, State Laws, Municipal Ordinances, and the rules and regulations of all authorities having jurisdiction over said items shall apply to the contract the same as though herein written out in full.

5. METHOD OF AWARD

The proposal is to be awarded based on qualified proposals as per the enclosed rating system and at the discretion and consideration of the governing body of the City of Santa Fe. Under the Step 2 process the selection committee will interview the top three to five rated proponents. At its discretion the City reserves the right to alter the membership or size of the selection committee.

6. COMPLIANCE WITH CITY'S MINIMUM WAGE RATE ORDINANCE (LIVING WAGE ORDINANCE)

A copy of the City of Santa Fe Ordinance No. 2003-8, passed by the Santa Fe City Council on February 26, 2003 is attached. The proponent or bidder will be required to submit the proposal or bid such that it complies with the ordinance to the extent applicable. The recommended Contractor will be required to comply with the ordinance to the extent applicable, as well as any subsequent changes to the Ordinance throughout the term of this contract.

7. RESIDENT AND LOCAL PREFERENCE

INTENT AND POLICY

The City recognizes that the intent of the state resident preference statute is to give New Mexico businesses and contractors an advantage over those businesses, manufacturers and contractors from outside the State of New Mexico. The underlying policy is to give a preference to those persons and companies who contribute to the economy of the State of New Mexico by maintaining businesses and other facilities within the state and giving employment to residents of the state (1969 OP. Att'y Gen. No. 69-42). The city also has adopted a policy to include a local preference to those persons and companies who contribute to the economy of the County of Santa Fe by maintaining businesses and other facilities within the county and giving employment to residents of the county.

APPLICATION-IN-STATE AND OUT OF STATE BIDDERS

With acknowledgement of this intent and policy, the preference will only be applied when bids are received from in-state and county businesses, manufacturers and contractors that are within 5% of low bids received from out-of-state businesses, manufacturers and contractors (13-1-21 (A) -1-21 (F) and 13-4-2 (C) NMSA 1978). To be considered a resident for application of the preference, the in-state bidder must have included a valid state purchasing certification number with the submitted bid.

Thus it is recommended that in-state bidders obtain a state purchasing certification number and use it on all bids, in order to have the preference applied to their advantage, in the event an out-of-state bid is submitted. In submitting a bid, it should never be assumed that an out-of-state bid will not be submitted.

For information on obtaining a state purchasing certification number, the potential bidder should contact the State of New Mexico General Services Department Purchasing Office (Joseph Montoya Building-1100 S. St. Francis Drive 87505, 827-0472). The process involves a short application and certification by the applicant of the information requested by the state resident preference statute. The certificate is generally issued immediately.

All resident preferences shall be verified through the State Purchasing Office. Applications for resident preference not confirmed by the State Purchasing Office will be rejected. The certification must be under the bidder's business name submitting the bid.

NON-APPLICATION-COMPETING IN-STATE BIDDERS

If the lowest responsive bid and the next responsive bids within 5% of the lowest bid are all from the state of New Mexico, then the resident preference will not be applied and the state purchasing certification number will not be considered. To be considered an in-state bidder in this situation, the bidders must meet the definition criteria of Chapter 13-1-21 (A)(1) and Chapter 13-4-2 (A) NMSA 1978. After examining the information included in the bid submitted, the city Purchasing Director may seek additional information of proof to verify that the business is a valid New Mexico business. If it is determined by the City Purchasing Director that the information is not factual and the low responsive bid is actually an out-of-state bidder and not a New Mexico business, then the procedures in the previous section may be applied.

If the bidder has met the above criteria, the low responsive "resident" bid shall be multiplied by .95. If that amount is then lower than the low responsive bid of a "non-resident" bidder, the award will be based taking into consideration the resident preference of 5%.

APPLICATION FOR LOCAL PREFERENCE

For the purposes of this section, the terms resident business and resident manufacturer shall be defined as set out in Section 13-1-21 NMSA 1978; the term local as applied to a business or manufacturer shall mean that it maintains a place of business in Santa Fe County, and that:

- (a) five or more of its employees are residents of the county; or,
- (b) if a corporation, a majority of its outstanding shares are beneficially owned by individuals who are residents of the county; or,
- (c) if a partnership, its partners owning a majority beneficial interest in the partnership are residents of the county; or,
- (d) if a sole proprietor, he or she is a resident of the county.

The PREFERENCE FACTOR for resident and local preferences applied to bids shall be .95 for resident .92 for local. The local preference for proposals shall be 1.08.

Bids for Goods and Services. When bids for the purchase of goods or services pursuant to Section 22 are received, the lowest responsive bid received from those bidders in the first category listed below shall be multiplied by the Preference Factor. If the resulting price of that bid receiving the preference is lower than or equal to the lowest bid of all bids received, the contract shall be awarded to that bidder receiving the preference. If no bids are received from bidders in the first category, or if the bid receiving the preference does not qualify for an award after multiplication by the Preference Factor, the same procedure shall be followed with respect to the next category of bidders listed to determine if the bid qualifies for award. The priority of categories of bidders is:

- (1) Local business
- (2) Residential business

Proposals for Goods and Services. When proposals for the purchase of goods or services pursuant to Section 23 are received, the evaluation score of the proposal receiving the highest score of all proposals from those proponents in the first category listed above shall be multiplied by the Preference Factor. If the resulting score of the proposal receiving the preference is higher than or equal to the highest score of all proposals received, the contract shall be recommended to that proponent receiving the preference. If no proposals are received from proponents in the first category, or if the proposal receiving the preference does not qualify for an award after multiplication by the Preference Factor, the same procedure shall be followed with respect to the next category of proposals listed to determine if a proponent qualifies for award.

Qualifications for Resident Preference. No resident business or manufacturer, as defined, shall be given any preference in the awarding of contracts for furnishing goods or services to the city, unless it shall have qualified with the State Purchasing Agent as a resident business or manufacturer and obtained a certification number as provided in Section 13-1-22 NMSA 1978. The certification number must be submitted with its bid for an offeror to qualify for this preference. The Central Purchasing Office shall determine if a resident preference is applicable to a particular offer on a case by case basis.

Qualifications for Local Preference. The Central Purchasing Office shall have available a form to be completed by all bidders/proponents who desire to apply for the local preference as a local business. The completed form with the information certified by the offeror must be submitted by the bidders/proponents with their bid or proposal to qualify for this preference.

Limitation. No offeror shall receive more than a 8% preference pursuant to this section on any one offer submitted. A bidder may not claim cumulative preferences.

Application. This section shall not apply to any purchase of goods or services when the expenditure of federal and/or state funds designated for a specific purchase is involve and the award requirements of the funding prohibit resident and/or local preferences(s). this shall be determined in writing by the department with the grant requirements attached to the Purchasing Office before the bid or request for proposals is issued.

New Mexico Resident Preference Number (if applicable) _____

8. PROTESTS AND RESOLUTIONS PROCEDURES

Any proponent, offeror, or contractor who is aggrieved in connection with a procurement may protest to the Purchasing Officer. The protest must be in writing and submitted within fifteen (15) days and requirements regarding protest and resolution of protests are available from the Purchasing Office upon request.

SPECIAL CONDITIONS

1. GENERAL

When the City's Purchasing Officer issues a purchase order document in response to the vendor's bid, a binding contract is created.

2. ASSIGNMENT

Neither the order, nor any interest therein, nor claim under, shall be assigned or transferred by the vendor, except as expressly authorized in writing by the City Purchasing Officer's Office. No such consent shall relieve the vendor from its obligations and liabilities under this order.

3. VARIATION IN SCOPE OF WORK

No increase in the scope of work of services or equipment after award will be accepted unless means were provided for within the contract documents. Decreases in the scope of work of services or equipment can be made upon request by the city or if such variation has been caused by documented conditions beyond the vendor's control, and then only to the extent, as specified elsewhere in the contract documents.

4. DISCOUNTS

Any applicable discounts should be included in computing the bid submitted. Every effort will be made to process payments within 30 days of satisfactory receipt of goods and services. The City Purchasing Officer shall be the final determination of satisfactory receipt of goods and services.

5. TAXES

The price shall include all taxes applicable. The city is exempt from gross receipts tax on tangible personal property. A tax exempt certificate will be issued upon written request.

6. INVOICING

- (A) The vendor's invoice shall be submitted in duplicate and shall contain the following information: invoice number and date, description of the supplies or services, quantities, unit prices, and extended totals. Separate invoices shall be submitted for each and every complete order.
- (B) Invoice must be submitted to ACCOUNTS PAYABLE and NOT THE CITY PURCHASING AGENT.

7. METHOD OF PAYMENT

Every effort will be made to process payments within 30 days of receipt of a detailed invoice and proof of delivery and acceptance of the products hereby contracted or as otherwise specified in the compensation portion of the contract documents.

8. DEFAULT

The city reserves the right to cancel all or any part of this order without cost to the city if the vendor fails to meet the provisions for this order, and except as otherwise provided herein, to hold the vendor liable for any excess cost occasioned by the city due to the vendor's default. The vendor shall not be liable for any excess cost if failure to perform the order arises out of causes beyond the control and with the fault or negligence of the Vendor and these causes have been made known to the City of Santa Fe in written form within five working days of the vendor becoming aware of a cause which may create any delay; such causes include, but are not limited to, acts of God or the public enemy, acts of the State or of the Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of sub-contractors due to any of the above unless the city shall determine that the suppliers or services to be furnished by the sub-contractor are obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. The rights and remedies of the city are not limited to those provided for in this paragraph and are in addition to any other rights provided for by law.

9. NON-DISCRIMINATION

By signing this City of Santa Fe bid or proposal, the vendor agrees to comply with the President's Executive Order No. 11246 as amended.

10. NON-COLLUSION

In signing this bid or proposal, the vendor certifies they have not, either directly or indirectly, entered into action in restraint of full competition in connection with this bid or proposal submittal to the City of Santa Fe.

SCOPE OF WORK

Santa Fe Civic Center Design Two Step Competitive Selection Process

Step One – Request for (Statement of) Qualifications

The City of Santa Fe, New Mexico is sponsoring a competitive selection process to select a design team and a design for its new civic center complex. The new facility is intended to help meet a variety of community needs including attractive and affordable public space for conferences and meetings, large annual city-wide events of long standing Santa Fe tradition, community group events, and small occasions that bring together families. The new facility will include an approximate 72,500 square foot civic center and a 600-car underground parking garage. In addition, recent testing indicates there may be significant archeological materials on the site that must be addressed in the design of the new facility.

The project is estimated to have a total cost of approximately \$42 million. The City plans to complete construction of this project expeditiously, within budget, while preserving environmental, natural, and archeological resources.

The City views the potential for archaeological finds on the site for the new civic center as a great opportunity to celebrate its great cultural history. Examples of outstanding architectural responses to historic artifacts can be seen in Rome, Cologne, Mexico City and throughout the world. While the size of the site is limited, the City seeks to link its past, present and future in a forward-looking new civic center that sustains the unique qualities of this downtown site.

The new Civic Center will meet the following needs: civic needs, including comfortable and functional spaces where citizens can come together to address civic matters and for public meetings, display and event space for City government and a variety of other local governments, committees, boards, and commissions; cultural needs, which include attractive and affordable public spaces for a wide variety of community events; and conference needs, including attractive and functional space to accommodate events which require the capacity for the conference group to “meet, eat, and display” simultaneously. This improved conference capacity is intended to attract visitors who will support existing Santa Fe businesses.

The City wishes to recognize the unique qualities of the site, and its importance to the historic downtown area, by selecting the most talented design teams to offer their visions of how the site should be developed to meet the City's objectives within its regulatory framework. The City wishes to develop this property in a manner that addresses the strong demand for meeting facilities in downtown Santa Fe, and also to provide a major new activity center in this area. With its proximity to Santa Fe's historic Plaza, and to other downtown landmarks and activities, the site offers great potential for pedestrian linkages and public spaces.

The City is requesting Statements of Qualifications (SOQ's) from architectural teams who are interested in participating in this two-step competitive selection process. SOQ's are due at 2:00 PM on February 23, 2005. The City intends to select three to five teams to participate in this competitive selection process based on the qualifications requirements described herein. Each team will receive \$20,000 to help defray their costs, which will include preparing drawings and a study model of their design. A pre-proposal Briefing is schedule for 1 PM on February 11, 2005 at the City Council Chambers located at 200 Lincoln Avenue, Santa Fe.

Step Two – Design Submittals

The second step of this competitive selection process will be conducted from March through April 2005 through April 2005. A briefing and site visit for the selected Finalist Teams is scheduled for 1 PM on March 7, 2005 at the City Council Chambers located at 200 Lincoln Avenue, Santa Fe, N M. The Selection Committee will be comprised of key City staff members with major responsibility for this project together with well known members of the architectural/engineering/planning, development/building and civic convention center operations community(s). The City's construction cost consultant will evaluate the cost estimate of team's design proposal to ensure it is within the project budget. Each team will have an opportunity to make an oral presentation of their design to the Selection Committee prior to the Committee's recommendation of a winning design team to the Council. Bill Liskamm, FAIA is serving as the City's Competitive Process Advisor.

All designers and/or teams who are licensed to provide the professional services required to design the Civic Center and parking garage, and who meet the qualifications requirements described in this Request for Qualifications, are eligible for this competition. Association of local and out-of-state firms with New Mexico-licensed architects is encouraged.

QUALIFICATIONS CRITERIA

The City seek teams comprised of architects, urban designers, landscape architects, and related professionals (e.g. parking, historic resources, etc.) with demonstrated experience in creatively designing and implementing civic centers and/or convention centers in historic urban settings. Experience in the design of state-of-the-art underground parking facilities is required. This capability can be achieved through association with other firms. Candidates must demonstrate awareness of the City's archaeological process, its historic preservation regulations, and current downtown master planning activities. The proposed team's capabilities and composition are seen as important. Past performance, in terms of design quality, financial feasibility and other factors will be evaluated. It is critical to the City that the design team selected will see the project through completion of the various design phases. Team members must have the professional licenses in the State of New Mexico to provide the requisite services. The City required that at least one team member be located in Santa Fe.

SUBMISSION REQUIREMENTS:

Teams interested in being considered for this competition should provide ten hard copies of the following information. All SOQs must be on 8-1/2" x 11" paper, single-sided, with a minimum 11 point font size. (Note: all of the requested information is to be furnished in the order listed below.)

1. Provide a statement describing your understanding of this project and its design constraints and opportunities, why your team is interested in this project, and what special capabilities/background you will bring to it. (limit to one page)
2. Describe your design philosophy and how you would approach this design project. (limit to one page)
3. Describe your proposed team's composition and capabilities. Describe your capability to successfully complete this project. If in association with another firm, which entity will have the lead responsibility? With what entity would the City enter into an agreement for the requisite architectural services? What team members have worked together before, when, and on what projects? Describe their availability for the duration of this project. (limit to a three pages).
4. Provide the staff size(s) of each member firm. Who will be the Principal-in-Charge? Who will be the Designer-in-Charge? Will both be available throughout the project to completion? Provide brief biographies of each member of the design team. Who will be your local team member? (limit to four pages).

5. List at least three relevant civic center, convention center and underground parking garage projects (or related projects) for which your team (or team members) had the principal responsibility. List other major projects underway. Provide the client's name, year of completion, timeliness of completion in comparison to original or proposed schedule, construction cost compared to budget, change orders, etc, and one reference for each (including current phone number). (limit to three pages).

Note: Items 1-5 above maximum total of 12 SOQ pages.

In addition to the above-required information, teams are encouraged to submit illustrative material of example projects. However, the client's name, year of completion, construction cost and one reference (with current phone number) is required for each example project included. This illustrative material may be bound with the above SOQ, or it may be submitted separately.

If submitted separately, only one hard copy of this additional illustrative material is required. (Limit to a total of five 8 ½ " x 11" pages).

Please send all questions concerning this competitive selection process to:

Bill Liskamm, FAIA
Competitive Process Advisor
e-mail: **SantaFeCivicCtr@aol.com**

**Santa Fe Civic Center
Two Step Architect Selection Process**

SOQ EVALUATION FORM

TEAM NAME: _____

CRITERIA	WEIGHTED VALUE	EVALUATION POINTS 1-10*	TOTAL SCORE	MAXIMUM SCORE
Project Understanding and Approach	25			250
Experience with Similar Civic Projects	25			250
Experience with Underground Parking Garages	10			100
Team Qualifications, Experience Working Together, Availability	20			200
Track Record, On-Time, On- Budget, References	20			200
TOTAL	100			1000

*Note: 1= lowest, 10 = highest

Evaluated by: _____ Date: _____

Scores of the evaluation committee members will be totaled to determine the top rated firms.

If interviews are conducted for the top rated firms, those scores totaled from the evaluation committee members from the interview evaluations will determine the final top rated firm, unless other tangible extenuating circumstances are documented.

2. SELECTION OF 3 – 5 TOP RATED FIRMS

The Selection Committee will select 3 to 5 design teams upon the ranking of qualified proposals (Qualifications). The proponents will be ranked by total SOQ points.

EVALUATION COMMITTEE MEMBERS

STAFF

Mike P. Lujan, City Manager

Darlene Griego, Executive Director, Convention and Visitor Bureau

Robert Romero, Interim Public Works Department Director

Kathryn Raveling, Finance Department Director

Frank Archuleta, Community Facilities Section Manager

Albert Martinez, Sweeney Center Operations Manager

Richard Fiedler, Property Control Manager

David Rasch, City Historic Preservation Officer

Vince Lopez, Transportation / Parking Operations Director

PROFESSIONAL

Five at-large members representing the architectural/engineering/planning, development/building and civic convention center operations community(s) will serve on the selection committee.

At its discretion, the City reserves the right to alter the membership and size of the committee.

INSTRUCTIONS RELATING TO LOCAL PREFERENCE CERTIFICATION FORM

1. **All information must be provided.** A 8% local preference may be available for this procurement. To qualify for this preference, an offeror **must** complete and submit **the local preference certification form with its offer**. If an offer is received without the form attached, completed, notarized, and signed or if the form is received without the required information, the preference will not be applied. **The local preference form or a corrected form will not be accepted after the deadline for receipt of bids or proposals.**
2. **Local preference precedence over state preference.** The local preference takes precedence over the State Resident Preference and only one such preference will be applied to any one bid or proposal. If it is determined that the local preference applies to one or more offerors in any solicitation, the State Resident Preference will not be applied to any offers.
3. **Physical location must be stated.** To qualify for the local preference, a business must have a location in Santa Fe County unless otherwise exempted. The business location on the form must be a physical location, street address and physical address. **Do not** use a post office box or other postal address.
4. **Owners or employees must be residents.** To qualify for this preference, if the business location is not in Santa Fe County, the bidder/proponent (i.e., the business, **not** the individual signing the form) must fall into at least one of the categories listed below.
 - A. The business is a corporation with the majority of its shares owned by residents of Santa Fe County.
 - B. The business is a partnership with residents of Santa Fe County owning a majority beneficial interest in the partnership.
 - C. The business is a sole proprietorship owned by a resident of Santa Fe County.
 - D. 5 or more of the businesses full-time current employees are residents of Santa Fe County.
5. **Subcontractors do not qualify.** Only the business, or if joint venture, one of the parties of the joint venture, which will actually be performing the services or providing the goods solicited by this request and will be responsible under any resulting contract will qualify for this preference. A subcontractor may not qualify on behalf of a prime contractor.
6. **Definition.** The following definition applies to this preference.
 - The Santa Fe area includes the City of Santa Fe and Santa Fe County.
 - A resident of the Santa Fe County is a person who occupies a dwelling in the county and who manifests an intent to maintain that dwelling on a permanent basis.

Additional Documentation. If requested a business will be required to provide, within 10 working days of the request, documentation to substantiate the information provided on the form. Any business which must be registered under state law, must be able to show that it is a business entity in good standing if so requested.

LOCAL PREFERENCE CERTIFICATION FORM

PROPOSAL NUMBER '05/24/P

INSTRUCTIONS RELATING TO

LOCAL PREFERENCE CERTIFICATION FORM

7. **All information must be provided.** A 8% local preference may be available for this procurement. To qualify for this preference, an offeror **must** complete and submit **the local preference certification form with its offer**. If an offer is received without the form attached, completed, notarized, and signed or if the form is received without the required information, the preference will not be applied. **The local preference form or a corrected form will not be accepted after the deadline for receipt of bids or proposals.**
8. **Local preference precedence over state preference.** The local preference takes precedence over the State Resident Preference and only one such preference will be applied to any one bid or proposal. If it is determined that the local preference applies to one or more offerors in any solicitation, the State Resident Preference will not be applied to any offers.
9. **Physical location must be stated.** To qualify for the local preference, a business must have a location in Santa Fe County unless otherwise exempted. The business location on the form must be a physical location, street address and physical address. **Do not** use a post office box or other postal address.
10. **Owners or employees must be residents.** To qualify for this preference, if the business location is not in Santa Fe County, the bidder/proponent (i.e., the business, **not** the individual signing the form) must fall into at least one of the categories listed below.
 - D. The business is a corporation with the majority of its shares owned by residents of Santa Fe County.
 - E. The business is a partnership with residents of Santa Fe County owning a majority beneficial interest in the partnership.
 - F. The business is a sole proprietorship owned by a resident of Santa Fe County.
 - D. 5 or more of the businesses full-time current employees are residents of Santa Fe County.
11. **Subcontractors do not qualify.** Only the business, or if joint venture, one of the parties of the joint venture, which will actually be performing the services or providing the goods solicited by this request and will be responsible under any resulting contract will qualify for this preference. A subcontractor may not qualify on behalf of a prime contractor.
12. **Definition.** The following definition applies to this preference.
 - The Santa Fe area includes the City of Santa Fe and Santa Fe County.

- A resident of the Santa Fe County is a person who occupies a dwelling in the county and who manifests an intent to maintain that dwelling on a permanent basis.

Additional Documentation. If requested a business will be required to provide, within 10 working days of the request, documentation to substantiate the information provided on the form. Any business which must be registered under state law, must be able to show that it is a business entity in good standing if so requested.

LOCAL PREFERENCE CERTIFICATION FORM
BID/PROPOSAL NUMBER '05/24/P
IF APPLICABLE YOU MUST RETURN THIS FORM WITH YOUR BID OR PROPOSAL

Business Name: _____

Business License Number: _____ (Attach copy of business license.)

Business Location (In Santa Fe County:)

Address: _____

City: _____

Zip Code: _____

County: _____

Business Type:

- ☐ Corporation – Indicate state of incorporation _____
- ☐ Partnership – Indicate “general” or “limited” _____
- ☐ Sole proprietorship _____

Basis for preference (Check applicable box(s) if physical location of business is not in Santa Fe County.)

- ☐ The business is a corporation with the majority of its shares owned by residents of Santa Fe County. (Attach a list of shareholders with names and addresses.)
- ☐ The business is a partnership with residents of the Santa Fe County owning a majority beneficial interest in the partnership. (Attach a list of partners with names and addresses.)
- ☐ The business is a sole proprietorship owned by a resident of the Santa Fe County. (Attach name and address of owner.)
- ☐ 5 or more of the businesses full-time current employees are residents of the Santa Fe County. (Attach a list of employees and addresses.)

CERTIFICATION: I hereby certify under penalty of perjury that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and if requested by the city will provide, within 10 days of notice, the necessary documents to substantiate the information provided on this form.

By: _____ Authorized Representative: _____
Name _____ Print _____

Title: _____ Date: _____

Subscribed and sworn before me by _____ this _____, day of _____

My commission expires: _____

Notary Public

SEAL

IF APPLICABLE YOU MUST RETURN THIS FORM WITH YOUR BID OR PROPOSAL

Business Name: _____

Business License Number: _____ (Attach _____ copy of business license.)

Business Location (In Santa Fe County:)

Address: _____

City: _____

Zip Code: _____

County: _____

Business Type:

- ☐ Corporation – Indicate state of incorporation _____
- ☐ Partnership – Indicate “general” or “limited” _____
- ☐ Sole proprietorship _____

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Print Name

Title: _____ Date: _____

Subscribed and sworn before me by _____ this _____, day of _____,

My commission expires: _____

Notary Public

SEAL